

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: December 12, 2005

TIME: 4:00 p.m.

LOCATION: Central Library
Board Room – Third Floor
315 South Rose Street
Kalamazoo, Mi 49007

President Godfrey called the meeting to order at 4:00 p.m.

PRELIMINARY BUSINESS

Roll Call: All Trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey, James VanderRoest (late) and Valerie Wright.

Approval of Agenda: The agenda was approved as presented.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution for Section 125 Flexible Benefits Plan

Recommendation: Director Rohrbaugh recommended board approval of a resolution contracting with Arcadia Benefits Group to continue to provide a Section 125 cafeteria plan to allow pre-tax deductions for employees and authorize the president to sign the adoption agreement.

Executive Summary: We have traditionally offered employees a flexible spending plan to set aside pre-tax earnings for medical and dependent care costs under Section 125 of the IRS code of 1986.

BASIC has been our provider for this service for the last four years, but we believe Arcadia Benefits Group will offer improved performance and wish to contract with them for the 2006 calendar year.

The resolution is required by Arcadia to contract with them for service.

MOTION: **C. ADDISON MOVED AND R. BROWN SUPPORTED THE MOTION TO ADOPT THE RESOLUTION TO CONTRACT WITH ARCADIA BENEFITS GROUP TO PROVIDE A SECTION 125 CAFETERIA PLAN FOR EMPLOYEES AS RECOMMENDED BY THE DIRECTOR.**

Roll Call Vote: L. Dykstra – yes; R. Brown- yes; V. Wright – yes; D. Brown – yes; C. Addison – yes; L. Godfrey – yes.



Motion carried 6-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

A. Minutes of the October 24, 2005 Regular Meeting

B. Personnel Items

Karen Santamaria will begin in the position of half-time Teen Services Librarian I (new with this year's budget) with Youth and Branch Services effective January 1, 2006. Karen received her MLS degree from the University of Illinois at Urbana-Champaign and has been an intern, temporary Library Assistant and librarian substitute at KPL.

Ann Sarenius will move to the position of Children's Room Lead Librarian III from her current position as Youth and Branch Services Programming Librarian II effective December 16.

Vickie Ray, .5 time library assistant 3, Youth and Branch Services assigned to Washington Square and Eastwood Branches, left KPL to accept a position with Kalamazoo Public Schools effective October 31.

Disposition: The board accepted the Minutes of the Meeting of October 24, 2005 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Months of October and November 2005

Recommendation: **Director Rohrbaugh recommended the board accept the Financial Reports for the Months of October and November 2005.**

Executive

Summary: The Director noted a new "Gifts and Grants Report" is being introduced this month and will be included as a regular part of the monthly financial reports in the future.

MOTION: **R. BROWN MOVED AND L. DYKSTRA SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE MONTHS OF OCTOBER AND NOVEMBER 2005 AS RECOMMENDED.**



Motion carried 6-0.

B. Financial Tutorial: Gifts and Grants Report

Presentation: Diane Schiller, Head of Finance & Budget, reviewed the new "Gifts and Grants" report with trustees to explain the information they will be receiving.

Disposition: Trustees received the information and felt the new reports would be helpful.

V. REPORTS AND RECOMMENDATIONS

Action Items

A. Law Library Contract

Recommendation: **Director Rohrbaugh recommended the board authorize the president and secretary to sign the "Intergovernmental Contract Between the County of Kalamazoo and the Kalamazoo Public Library for the Maintenance and Display of the Kalamazoo County Law Library Collection" as approved by the county commission November 15, 2005.**

Executive

Summary: The major changes to the three-year contract ending December 31, 2008 and approved by the county commission are:

-The county's payment has been reduced to \$45,000.

-The county is no longer listed as an additional insured and there is no oversight of insurance by the county since ownership of the collection is now with KPL.

-KPL owns the collection.

-Language about the county removing the collection at its expense, upon termination of the contract, has been dropped, since the library now owns the collection.

KPL will make up the shortfall between the previous county contribution of about \$85,000 and the upcoming contribution of \$45,000 by integrating the law library collection and the KPL reference and circulating collections to eliminate duplication. We will also further integrate the Adult Services staff into the Law Library to allow us to drop some substitute and hourly staff time. Finally we will explore opportunities for fundraising at the local and state level.

MOTION: R. BROWN MOVED AND C. ADDISON SUPPORTED THE RECOMMENDATION TO APPROVE AND SIGN THE LAW LIBRARY CONTRACT AS DESCRIBED.

Discussion: President Godfrey commented this is a good compromise given the county's financial problems. The law library is an important service that KPL has committed to provide. She pointed out that a very important change to the previous contract is that KPL now owns the collection.



Motion carried 6-0.

B. Social Security Number Privacy Act

Recommendation: Ms. Rohrbaugh recommended the board approve a "Social Security Number Privacy Policy."

Executive
Summary:

The Michigan Social Security Number Privacy Act requires that we have a policy to protect the privacy of patron and staff social security numbers in place by January 1, 2006.

We no longer request patron social security numbers and have deleted them from our patron database. Staff social security numbers are needed, of course, but are used and protected as outlined in this policy.

Our labor attorney reviewed the policy and his suggestions were incorporated; the Personnel Committee reviewed and endorsed the recommendation.

MOTION: C. ADDISON MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE SOCIAL SECURITY NUMBER POLICY AS RECOMMENDED.

Discussion: The director explained the privacy act is a new statute. President Godfrey indicated if the statute is successfully challenged in court we would amend the policy if necessary, but it is not likely it would be changed. To comply with the current law we need to adopt a policy.



MOTION CARRIED 6-0.

C. Library Assistant Position Reclassifications

Recommendation: Director Rohrbaugh recommended the positions of Library Assistant 3 (Account Clerk) in the Finance and Budget Office and Library Assistant 3 in Community Relations Office be reclassified to Library Assistant 5, effective December 16, 2005.

MOTION: C. ADDISON MOVED AND D. BROWN SUPPORTED RECLASSIFICATION OF POSITIONS AS RECOMMENDED BY THE DIRECTOR.

Executive

Summary: Duties have been expanded in both of these positions since they were originally classified. The cost for these two reclassifications for the remainder of the fiscal year would be approximately \$1200.

The Personnel Committee reviewed and supported the recommendation.

The director indicated she hopes we will soon have an outside consultant review all library assistant and operational positions.



MOTION CARRIED, 6-0.

Note: Mr. VanderRoest arrived at this point in the meeting.

D. Non-Resident Fee for 2006

Recommendation: The director recommended the Board establish the non-resident fee for 2006 at \$165.00 per family.

Executive

Summary: The non-resident fee is based on the average tax on a residential parcel within the library district. It is an average calculated by dividing the total taxable value for the district by the total reported residential parcels.

In past years, the total taxable value has been confirmed by the Kalamazoo County Tax Equalization Office and further reported in several different documents received on a regular basis by the library. The number of residential parcels, however, was not available through the Equalization Office and was acquired by calling each individual governmental unit for the information. There has been quite a bit of variation in the number of residential parcels reported to us in this manner and resulted in the non-resident fee changing from \$135 in 2001 and 2002 to \$155 in 2003 and 2004 and back to \$135 in 2005.

Beginning with 2006, the Kalamazoo County Tax Equalization Office compiled and published residential parcel numbers for the entire county. Using their worksheets yields an annual rate of \$168.61. The recommendation is to round down to \$165 for 2006.

MOTION: R. Brown moved and C. Addison supported establishment of the 2006 non-resident fee per family at \$165.00.

Discussion: In response to a question, Ms. Rohrbaugh reported there were 35 renewals and six new paid non-resident cards issued in 2005.



MOTION CARRIED 7-0.

E. Budget Adjustment/Bookmobile Repair

Recommendation: A. Rohrbaugh recommended approval of an additional \$10,000 in budgeted expenditures in the Vehicle Repair line item of the General Fund Budget to accommodate replacement of the bookmobile electrical generator.

Executive

Summary: As previously communicated to trustees, all attempts to repair the current generator on the bookmobile have not been successful and a new one was installed so regular service could resume.

The cost for the generator and installation was \$7,560. In addition, \$1,600 was spent on previous repair attempts, and work to replace the generator gas gauge is still needed. Therefore the recommendation is for \$10,000 from the unreserved fund balance to be added to this line item with the \$7,000 previously budgeted there. Hopefully the entire \$17,000 will not be needed this fiscal year.

This recommendation was reviewed and supported by the Finance and Budget Committee.

MOTION: C. Addison moved and J. VanderRoest supported a budget adjustment for bookmobile repair expenditures as recommended.

Discussion: C. Addison reported patrons have commented about the change from the larger bookmobile and the problems we are experiencing. A. Rohrbaugh noted that although the current bookmobile is smaller than what we had previously it has handicapped access that allows us to go to senior residences we were unable to stop at previously. It allows us to more readily obtain substitutes since the smaller chassis does not require such stringent drivers' licenses, and more mechanics are able to work on it since it doesn't require such specialized skills as the old vehicle.



MOTION CARRIED 7-0.

F. Kalamazoo Gazette Indexing Project

Recommendation: The director recommended approval to request \$4,000 from the Kalamazoo Community Foundation Kalamazoo Public Library Local History & Community Information Service Fund to support the Kalamazoo Gazette Indexing Project.

Executive
Summary:

To catch-up the Kalamazoo Gazette indexing KPL wishes to contract for the services with MagNet, retired librarian Margean Gladysz's company. The \$4,000 request from the Local History and Community Information Service Agency funds will support an estimated completion of approximately 50 papers @ 4 hours for each daily issue. It takes board action to approach the foundation with a funding request.

MOTION: R. BROWN MOVED AND J. VANDERROEST SUPPORTED REQUESTING \$4000 FROM THE FUND WITHIN KALAMAZOO COMMUNITY FOUNDATION AS RECOMMENDED TO SUPPORT INDEXING OF THE KALAMAZOO GAZETTE.

Discussion: Catherine Larson, Local History Specialist, indicated the Kalamazoo Gazette will soon be indexed back as far as 1970. 88 years of vital records indexing (e.g. births, deaths) is complete.



MOTION CARRIED 7-0.

G. National Register Historic District – Washington Square Area

Recommendation: The director recommended she be authorized to support the establishment of a historic district in Washington Square as outlined in the "Proposal: Establishing a National Register Historic District Washington Square" and accompanying materials.

Executive
Summary:

The establishment of a National Register Historic District in the Washington Square commercial area in which Washington Square Branch is located is described as an economic development tool for property owners within the district to qualify for federal income tax credit and Michigan single business tax credit. It is seen as an additional incentive to encourage development in the area. It would have no impact on the library since we are not eligible for tax credits. Our support would be that of a good neighbor interested in development within the area.

We have been assured there are no plans to designate this area a historic district under Kalamazoo city ordinances. The initiative for such a designation, which would bring restrictions and limitations within the area, would need to come from the property owners, not from the city. There is no indication of any such interest from property owners.

The area being considered for this national register historic district designation is from Stockbridge north to the library on the west side of the street and the fire station on the east side.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED AUTHORIZING THE DIRECTOR TO SUPPORT THE ESTABLISHMENT OF A HISTORIC DISTRICT IN WASHINGTON SQUARE AS PRESENTED.

Discussion: There was some discussion to determine if the board had enough information to act on the recommendation. It was concluded that it would not be to the library's detriment to support the historic designation of Washington Square, and that KPL should support the request as a good neighbor gesture.



MOTION CARRIED 7-0.

H. Powell Lease

Recommendation: The director recommended she be authorized to sign the lease with the Douglass Community Association to rent space for Powell Branch in their building.

Executive
Summary:

Our previous lease with the Douglass Community Association expired in June 2002. Since that time we have been occupying the space without a formal lease. Agreement has been reached on new lease terms.

The major terms of the lease include:

- No change in rent; it remains at \$2,050 per month.
- The lease would begin on January 1 and extend for three years. The previous lease was year to year beginning July 1.
- A formula for rent increases based on the Consumers Price Index is included in the lease. KPL will do the custodial work for Powell Branch. Previously the Douglass staff did this work. This change is at our initiative.
- Although not included in the lease, the Douglass will pay KPL \$1,000 towards the cost of the holographic film we purchased and had applied on the replacement windows.

Negotiating this lease has been a long process. Both parties are pleased to have arrived at this mutually accepted outcome. The Douglass Community Association Board has approved the lease.

MOTION: R. BROWN MOVED AND J. VANDERROEST SUPPORTED AUTHORIZING THE DIRECTOR TO SIGN THE LEASE WITH DOUGLASS COMMUNITY ASSOCIATION TO RENT SPACE FOR POWELL BRANCH IN THEIR BUILDING.

Discussion: President Godfrey told trustees A. Rohrbaugh spent many hours to obtain a positive result. She explained film needed to be reinstalled on the windows to cut down on glare from the sun.

In response to a question from R. Brown about custodial work at Powell, Ernie Clemence, Facilities Manager, indicated KPL is responsible for normal cleaning and minor interior repairs. Things such as substantial exterior repairs or electrical work are the responsibility of Douglass Community Association.



MOTION CARRIED 7-0.

I. Local History Review

Presentation: Catherine Larson, soon to retire Local History Librarian, reviewed the history, uses for funds and current balance of the Local History Room and Community Information Service Fund within the Kalamazoo Community Foundation. She also demonstrated the information available on the Local History Room pages on KPL's website, including a number of historical sketches and pictures added in the last few years.

C. Larson thanked the board for its support of Local History on behalf of the library's patrons and herself. She told them local history is a discipline as well as a place and that she thoroughly enjoyed her career at KPL.

Kathryn Steadman, Head of Adult Services, thanked Catherine for her service, and said a debt of gratitude is owed her – a lot of the current local history collection is a result of Catherine's vision and relationships she established.

Disposition: The trustees received and expressed their appreciation for the information.

J. Michigan Library Association Trustee Orientation Workshop

Presentation: Trustees Cynthia Addison and Valerie Wright, who recently attended the MLA Trustee Orientation Workshop, reported on the topics presented including library establishment, governance and law, library advocacy and promotion by trustees. They were pleased to have attended, felt they were well prepared by library staff and trustees to participate in discussions and were glad to have the opportunity to get to know each other better.

Disposition: The trustees received the information.

VI. COMMITTEE REPORTS

Finance & Budget Committee – no report.

Personnel Committee – No report.

VII. OTHER BUSINESS

A. Directors Report

Director Rohrbaugh highlighted several items from the written report.

D. Brown asked if there are ways for KPL to facilitate student achievement in light of the Kalamazoo Promise.

A. Rohrbaugh said the management team had a discussion of what KPL already does to assist with student achievement and the list is impressive. We are looking for a way to promote the services we have with a little different twist to link them to the Promise. Teen Services librarian, Kevin King, is promoting Live Homework Help with school principals as a way to assist student achievement.

R. Brown said he hopes KPL's presence in the community helped those who established and funded the Kalamazoo Promise to make that commitment.

In response to a comment about the staff day customer service presentation, A. Rohrbaugh said she was pleased with the presentation and indicated managers try to empower staff to make decisions, such as waiving fines, with discretion.

XIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

L. Dykstra mentioned BookTV on C-Span and wondered if there might be an opportunity for interaction with them. A. Rohrbaugh said she doesn't know of a BookTV relationship with libraries, but agreed stimulating people to read is part of our programming.

J. VanderRoest wished everyone happy holidays. He wished C. Larson well in her retirement and thanked her for her good work. He noted family history research is much easier to do today than it was in the 1970's when he tried to do research on his family.

V. Wright said she appreciated the opportunity to attend the trustee workshop; it was a beneficial experience.

D. Brown wished everyone a happy holiday season.

C. Addison wished C. Larson well on her retirement and extended holiday wishes. She is pleased we will be looking for an outside consultant to look at library assistant and operational positions; she wants them to be excited to come to work.

L. Godfrey said C. Larson will be missed greatly by the library and wished everyone happy holidays. She reminded trustees to contact her soon if they wish to attend the Public Library Association conference in March 2006.

X. ADJOURNMENT

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:10 p.m.

Loren Dykstra, Secretary